

**CHAPTER 6.00 – HUMAN RESOURCES**

**ON-THE-JOB INJURY**

**6.70.4**

- I. Any full time employee or adult bus driver of the Henry County School System shall be entitled to on-the-job injury leave.
- II. An on-the-job injury is any accident or injury to the employee occurring during the performance of duties (or when directed or requested by the employer to be on the property of the employer), which prevents the employee from working or returning to his or her job.
- III. To be considered for on-the-job injury leave, the following conditions shall be met:
  - A. Within 24 hours after occurrence of the injury, the employee must make proper written notification of the injury to the Superintendent (or school principal or immediate supervisor, if applicable).
  - B. In the event the employee is clinically unable to report the injury, the injury may be reported by another person who is reasonably knowledgeable of the injury.
  - C. The Henry County Board of Education may require medical certification from the employee’s physician that the employee was injured and cannot return to work as a result of the injury.
  - D. The Superintendent may require a second opinion from another physician at the expense of the Board.
  - E. The Board may require a statement from the physician that there is a reasonable expectation that the employee will be able to return to work.
- IV. If the Superintendent determines that the employee has been injured on the job and cannot return to work as a result of the injury, the employee’s salary and benefits will continue up to ninety (90) working days consistent with the employee’s injury and absence from work resulting from the injury.
- V. Sick leave days will not be deducted for the days the employee is paid for an absence approved for on-the-job injury pay.
- VI. The employee may file for reimbursement with the Alabama Board of Adjustment for un-reimbursed medical expenses and costs incurred as a result of an on-the-job injury. Reimbursement to the employee shall be determined by the Alabama Board of Adjustment’s policies, rules and regulations.

**REFERENCE(S):**

**CODE OF ALABAMA  
16-1-18.1**

**HISTORY:**

**ADOPTED: OCTOBER 11, 2007  
REVISED: JULY 18, 2013; \_\_\_\_\_  
FORMERLY: 6.70.4**